

DATE: Monday, March 22, 2004

TO: Project Managers/Technicians, Comptrollers Office, Program Development, Consultant Services, and Consultants

FROM: Jason Davis, Director of Engineering Services

RE: Environmental (e Projects) Notice/Clarification

Recently the Department has implemented changes to the project identification numbers to help separate the environmental phase from the design phase.

Project Identification Information

You may have recently noticed that our environmental study projects have received a new coding structure from Program Development. The specific changes to the project numbers to indicate the environmental phase are as follows:

- PIN #:
 - The process for requesting a PIN # remains the same. When the environmental phase is complete, a new PIN # will be established for the completion of the design phase.
- Project #:
 - During the environmental phase, an “E” is added to the end of project number to indicate the project is in the environmental phase. (**Example:** SP-0089(12)34**E**).
- Job/Proj. Sub-phase #:
 - The Job/Proj sub-phase for in-house work during the environmental phase is now “20N”: (Example: 50903**20N**).
 - The Job/Proj sub-phase for consultant work during environmental phase is now “25N”: (Example: 50903**25N**).

New PIN #s will be established under the Master PIN for Design and Construction. All subsequent sub phases will proceed in the usual method; i.e., 01D & 15D, 03C & 13C, etc. When the environmental phase is closed, the project number will remain the same except the “E” will be dropped: (**Example:** SP-0089(12)34).

Request For Qualifications (RFQ)

Project Development and FHWA highly recommend Project Managers separate the environmental and design phases and perform separate consultant selections for each phase. As a minimum, separate contracts should be prepared for the two phases.

The intent is to eliminate the perception of a conflict-of-interest for consultants who have been selected to perform the environmental document preparation. If a build-alternative is selected, and we use the same consultant to perform the design, there is an appearance of an incentive for the consultant to have come up with a build-alternative as the “preferred alternative.”

In addition, as you know, a consultant may not be equally qualified in environmental and design work. Separating the consultant selections will allow you to select the best-qualified consultant for each work discipline.

If you have any questions regarding this information, please feel free to contact me or the following individuals for clarification.

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